

## **DUTY STATEMENT**

<b>Classification:</b> Associate Budget Analyst	<b>Branch:</b> Financial Services
<b>Work Title:</b> Budget Analyst	<b>Section:</b> Budget Office
<b>CBID:</b> R01	<b>Position #:</b> 202-5284-803
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

### **POSITION DESCRIPTION**

Under the direction of the Budget Officer, the incumbent performs a wide variety of duties involving complex technical budget processes and sensitive policy issues. Works directly with division and Executive Office personnel and represents the Commission's interests on budgetary matters with various control agencies.

### **WORKING CONDITIONS**

The work is performed in an indoor office and/or meeting room setting involving sitting, standing, and/or walking.

### **DUTIES AND RESPONSIBILITIES**

While performing the duties described below, the incumbent will be required to work alone and/or in a team environment. The incumbent will:

- 25% Prepare budget schedules and reference materials that comprise the Commission budget for submittal to the Department of Finance and incorporate into the annual Governor's Budget, including, but not limited to: Schedule 7a (Supplementary Schedule of Salaries and Wages), Schedule 9 (Schedule of Equipment), Schedule 10 (Supplementary Schedule of Appropriations), Schedule 11 (Supplementary Schedule of Operating Expenses), Schedule of Federal Funds, Schedule of Reimbursements, and Budget Galley. (E)
- 20% Independently perform technical and complex budget analysis relating to all Commission budget and financial operations. Assist the Budget Officer in the preparation of Budget Change Proposals and preparation of the Commission's annual work plans. (E)
- 20% Analyze budget requests and perform continuous budgetary control of appropriations, including monitoring category and line item expenditures, and making detailed projections of revenues, expenditures, reimbursements, and special and reserve account balances. Maintain and update the Commission Budget Status Report including personal services projection, overtime expenditures, and student funding projection. (E)

- 20% Monitor and interpret all financial reports and advise management of their impact upon budgetary and program aspects of the Commission. Provide input into resource allocation, midyear review, third quarter review, and other ongoing budget maintenance processes. (E)
- 5% Manage or assist in the management of budget-related contracts, such as the student contract, audit contracts, or other fiscal contracts. (M)
- 5% Analyze and make recommendations on the fiscal impacts of proposed legislation. (M)
- 5% Other duties as required consistent with the specifications of this classification. (M)

<b>SIGNATURES</b>	
<b>I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position</b>	
<div style="text-align: center; margin-bottom: 10px;"> <div style="border-bottom: 1px solid black; width: 80%; margin: 0 auto;"></div> <div style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> <span><b>VACANT</b></span> <span>/</span> </div> <div style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> <span><b>Employee</b></span> <span><b>Date</b></span> </div> </div>	<div style="text-align: center; margin-bottom: 10px;"> <div style="border-bottom: 1px solid black; width: 80%; margin: 0 auto;"></div> <div style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> <span><b>MARK HUTCHISON</b></span> <span>/</span> </div> <div style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> <span><b>Supervisor</b></span> <span><b>Date</b></span> </div> </div>